

APPLICATION FOR RECOGNITION OF LICENSE/CERTIFICATE OF REAL ESTATE APPRAISER

Access this form via website at: www.hawaii.gov/dcca/pvl

Instructions for Filing:

- 1) Complete and sign application.
- 2) **Attach** a copy of the license/certificate that you hold.
- 3) **Attach** a letter of good standing from your current licensing state dated within 6 months of application date..
- 4) **Attach** a copy of the contract for appraisal services which is in full force and effect. Contract must state the name of the appraiser and property to be appraised.
- 5) **Attach** the fee of \$60 made payable to: Commerce & Consumer Affairs.
(Application fee - \$25 + Compliance Resolution Fund - \$35) The application fee shall not be refunded.
(Note: A \$15 service fee will be charged for checks not honored by the bank)

6) Mail to :

Real Estate Appraisers
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801
Phone: (808) 586-3000

or

Deliver to office location at:
335 Merchant St., Room 301
Honolulu, HI 96813

FOR OFFICE USE

☐ Approved

Initials/date:

☐ Denied

Name (First-Middle)

(LAST)

Social Security No.

Mailing Address (Include apt. no., city, state and zip code)

Address while in Hawaii

Phone No. (days)

Phone No. (days)

I am presently: ☐ A state licensed appraiser.

Lic./cert. No. _____

Expires _____

☐ A certified residential appraiser.

Lic./cert. No. _____

Expires _____

☐ A certified general appraiser.

Lic./cert. No. _____

Expires _____

in the state of _____.

(**Attach** a copy of the license/certificate)

Property to be appraised: _____

Estimated length of time to complete the appraisal: From _____ to _____

If the appraisal contract extends beyond the expiration date of your license/certificate, evidence of renewal of the license/certificate must be submitted within 2 months of the renewal date, with payment of the \$25 Compliance Resolution Fund fee.

AFFIDAVIT OF APPLICANT:

I agree to conform with all provisions of chapter 466K, Hawaii Revised Statutes and Chapter 114, Hawaii Administrative Rules relating to appraisers. Copies may be obtained by submitting a written request to: Real Estate Appraisers, Commerce and Consumer Affairs, P.O. Box 3469, Honolulu, HI 96801. The laws and rules are posted on our website at: www.hawaii.gov/dcca/pvl, then click on "Real Estate Appraisers".

I hereby appoint the Director, Department of Commerce and Consumer Affairs to act as my licensed agent upon whom all judicial and other process or legal notices directed to me may be served. I agree that service upon the Director shall have the same legal force and validity as if personally served upon me and that the authority of the Director shall continue in force as long as my liability remains outstanding in the State of Hawaii.

Date

Signature of Applicant

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

App.....	691.....	\$25
CRF	C13.....	\$35
Service fee	BCF	\$15